

ADMINISTRATIVE - INTERNAL USE ONLY

7 January 1977

MEMORANDUM FOR: General Counsel

FROM : [redacted] STAT
Administrative Officer, DCI

SUBJECT : Appointment of Component EEO Officer

REFERENCE : Memo for DCI/EEO Officer from the Director, EEO
Subject: Conversion of EEO Representatives,
dated 26 November 1976 (attached)

1. In order to comply with Agency regulation [redacted] each component or office should have a designated component EEO officer. According to my information the last officer in your office designated as such was [redacted] who has since been reassigned. Therefore, as far as the record is concerned, there is no designated EEO officer for your component.

2. It is requested that you assign this responsibility to a responsible officer of your office indicating to him in writing that his duties encompass generally those duties specified in paragraph 2 of the attachment. I would appreciate a copy of the assignment by 14 January 1977 so that I can inform the Director, EEO accordingly.

AO/DCI [redacted] da (7 Jan 77)

Distribution:

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1 - Suspense
1 - EEO Staffing File

ADMINISTRATIVE - INTERNAL USE ONLY

26 November 1975

MEMORANDUM FOR: [REDACTED] DCI Equal Employment
Opportunity Officer

STAT

SUBJECT : Conversion of EEO Representatives

1. In a continuing effort to improve the equal employment opportunity machinery of CIA the organizational positions and status of EEO personnel in the Directorates and components of the Agency have been reviewed. One problem that came immediately to the fore is the position of EEO Representative. One such "Representative" has been designated in each of the major Agency components. In law, CSC regulations, and Agency regulation [REDACTED] there is no provision for EEO Representatives STAT This could result in confusion with regard to their specific authority and responsibilities. On the other hand, the position and function of EEO Officers within the Federal Government are more clearly established. For this reason, effective immediately, the "EEO Representatives" of Directorate components are redesignated EEO Officers.

2. Component EEO Officers provide support to the component manager and provide service within their components to parallel the support provided to the DCI by Director and Office of EEO. Specifically, the duties of EEO Officers of CIA components include the following:

- Advise and support the component manager in all matters relating to equal employment policy, planning and implementation.
- Monitor the EEO and Affirmative Action activities of the component for the component manager, keeping him advised of progress and of problems.
- Bear responsibility for the continual assessment of EEO and Affirmative Action problems to be able to contribute fully to the design and conduct of component, directorate and Agency Affirmative Action Plans.

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- Serve in the component as the representative of the DCI, the Deputy Director and of the Director EEO on all matters relating to Equal Employment Opportunity and Affirmative Action and prepare reports as required for the Directorate EEO officer and the Director EEO.
 - Keep all personnel of the component fully informed on EEO-related matters.
- .3. The above listed responsibilities of component EEO officers may be expanded to meet the needs of the component manager. The Director and Office of EEO will provide guidance, and aid in the selection and training of CIA EEO officers. Contact me should questions arise or assistance be required in developing the role of the EEO officer.

STAT

[Redacted]
Omega J. C. Ware, Jr.
Director
Equal Employment Opportunity